



# FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT  
12000 Government Center Parkway, Suite 427  
Fairfax, Virginia 22035-0013

[www.co.fairfax.va.us/dpsm](http://www.co.fairfax.va.us/dpsm)

V I R G I N I A

Telephone: (703) 324-3201 Fax: (703) 324-3228 TTY 1-800-828-1140

NOV 01 2002

Select Staffing Services  
8200 Greensboro Drive  
McLean, Virginia 22102

Attention: Michael Beale, Regional Manager  
Subject: Acceptance of Contract Award  
Reference: RFP02-587670-16; Temporary Clerical Services

## ACCEPTANCE AGREEMENT

Award is hereby made on October 31, 2002, to Select Staffing Services for the term from November 1, 2002 through October 31, 2003 for Temporary Clerical Services in accordance with:

- 1) This Acceptance Agreement;
- 2) The terms and conditions of RFP02-587670-16;
- 3) Awarded all categories.
- 4) Memorandum of Negotiations executed as of this date.
- 5) This contract hereafter shall be known as BL02-587670-16A

Other representations:

This is not an order; Purchase Order or other notice to proceed will follow. An original Certificate of insurance, as described in Paragraph 20 of the Special Provisions, is required within ten (10) days of contract award. All prior representations and additional or inconsistent oral or written statements are superceded, null and void. Contract award documents may be viewed on the Department of Purchasing and Supply Management website at [fairfaxcounty.gov/dpsm/contracts.htm](http://fairfaxcounty.gov/dpsm/contracts.htm).

County Purchasing Agent:

  
Cathy Muse, CPPO



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12000 GOVERNMENT CENTER PARKWAY, SUITE 427  
FAIRFAX, VIRGINIA 22035-0013

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VIRGINIA

TELEPHONE: (703) 324-3201 FAX: (703) 324-3223 TTY: 1-800-828-1140

ISSUE DATE: MAY 30, 2002	REQUEST FOR PROPOSAL NUMBER: RFP02-587670-16	FOR: TEMPORARY CLERICAL SERVICES
AGENCY: VARIOUS	DATE/TIME OF CLOSING: JUNE 27, 2002/3:00 P.M.	CONTRACT ADMINISTRATOR: LONNETTE ROBINSON AT 703-324-3281; email to lrobin@fairfaxcounty.gov

**Proposal** - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, at the price set opposite each item, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Fairfax County the items or services offered and accompanying attachments shall constitute a contract.

**NOTE:** Fairfax County does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

**NAME AND ADDRESS OF FIRM:**

Telephone/Fax No.: (703) 847-9733 / (703) 761-9748

SELECT STAFFING SERVICES, INC.

E-Mail Address: RESselect@aol.com

8200 Greensboro Drive

VA State Contractor's License  
No.:

0108466-4

Suite 1010

Federal Social Security No.:

54-0829881

McLean, Virginia 22102

Prompt Payment Discount:

2% for payment within 30 days/net  
days

Fairfax License Tax No.:

000010774

CHECK ONE: ☐ INDIVIDUAL

☐ PARTNERSHIP ☒ CORPORATION

State in which Incorporated: VA

June 25, 2002

Date

Vendor Legally Authorized  
Signature

Jack L. Powell, President  
Print Name and Title

Secretary

By signing this proposal, Offeror certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in Paragraph 64 of the General Conditions and Instructions to Bidders, regarding financial disclosure requirements.

Sealed proposals subject to terms and conditions of this Request for Proposal, will be received at 12000 Government Center Parkway, Suite 427, Fairfax, Virginia 22035 until time/date specified above for furnishing items or services delivered or furnished to specified destinations within the time specified or stipulated by the offeror.

AN EQUAL OPPORTUNITY PURCHASING ORGANIZATION

(DPSM32) (rev 2/02)

**Memorandum of Negotiations for BL02-587670-16A**  
**Temporary Clerical Services**

The Fairfax County (hereinafter called the County) and Select Staffing Services (hereinafter called the Contractor) hereby agrees to the following in execution of Contract BL02-587670-16A.

The Contract shall include the following:

- The Request for Proposal (RFP), as issued to include Addendum No. 1 and 2
- Select Staffing's Technical and Business Proposals dated July 10, 2002
- This Memorandum of Negotiations
- Any subsequent amendments to the contract mutually agreed upon in writing between the County and Select Staffing Services

The following provision is to be incorporated in the Contract:

**WORK ORDERS:**

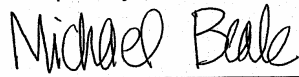
Work orders can be placed by telephone call, fax, or on-line (internet) during normal working hours, Monday-Friday, 7:30 a.m. to 6:00 p.m. Messages can be left outside of normal working hours. In addition Select will provide 24 hour/7 days a week emergency service through cell phone service.

**TEMPORARY REPLACEMENT AND EVALUATION:**

1. Unplanned absenteeism of a temporary assigned to a County agency.
2. Replacement of a temporary

Every effort will be made to get a replacement temporary employee onsite to Fairfax County within **two hours** of placing the call to the supervisor.

Accepted by:



Michael Beale, Regional Manager  
Select Staffing Services

10.23.02

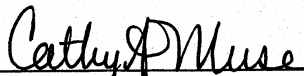
Date



Peter J. Schroth, Director  
Fairfax County Department of Human Resources

10.31-02

Date



Cathy A. Muse, CPPO, Director  
Department of Purchasing & Supply Management

11/1/02

Date

**APPENDIX B**  
**RFP02-587670-16**

**COG Rider for Additional Jurisdictions**

REFERENCE PARAGRAPH 31 OF THE SPECIAL PROVISIONS, "BIDDERS AUTHORIZATION TO EXTEND CONTRACTS":

<u>YES</u>	<u>NO</u>	<u>JURISDICTIONS</u>	<u>YES</u>	<u>NO</u>	<u>JURISDICTIONS</u>
<u>X</u>	<u>      </u>	Alexandria Public Schools	<u>X</u>	<u>      </u>	Madison County Public Schools
<u>X</u>	<u>      </u>	Alexandria Sanitation Authority	<u>X</u>	<u>      </u>	Manassas Park Public Schools
<u>X</u>	<u>      </u>	Alexandria, Virginia	<u>X</u>	<u>      </u>	Manassas, Virginia
<u>X</u>	<u>      </u>	Arlington County, Virginia	<u>X</u>	<u>      </u>	Manassas City Public Schools
<u>      </u>	<u>      </u>	Arlington Public Schools	<u>      </u>	<u>      </u>	Maryland-National Capital Park & Planning Commission
<u>X</u>	<u>      </u>	Bowie, Maryland	<u>X</u>	<u>      </u>	Metropolitan Washington Airports Authority
<u>      </u>	<u>      </u>	Charles County, Maryland	<u>      </u>	<u>      </u>	Metropolitan Washington Council of Governments
<u>X</u>	<u>      </u>	Chevy Chase Village, MD	<u>X</u>	<u>      </u>	Montgomery Community College
<u>X</u>	<u>      </u>	City of Fairfax, Virginia	<u>X</u>	<u>      </u>	Montgomery County
<u>X</u>	<u>      </u>	Clark County Administrative Services	<u>X</u>	<u>      </u>	Prince George's County Public Schools
<u>X</u>	<u>      </u>	College Park, Maryland	<u>X</u>	<u>      </u>	Montgomery County Public Schools
<u>      </u>	<u>      </u>	Culpeper County Public Schools	<u>X</u>	<u>      </u>	Northern Virginia Community College
<u>X</u>	<u>      </u>	District of Columbia	<u>X</u>	<u>      </u>	Northern Virginia Regional Commission
<u>X</u>	<u>      </u>	District of Columbia Schools	<u>X</u>	<u>      </u>	Orange County Public Schools
<u>X</u>	<u>      </u>	Fairfax County Water Authority	<u>X</u>	<u>      </u>	Prince George's County
<u>      </u>	<u>      </u>	Falls Church City Public Schools	<u>X</u>	<u>      </u>	Prince William County
<u>X</u>	<u>      </u>	Falls Church, Virginia	<u>X</u>	<u>      </u>	Prince William County Public Schools
<u>X</u>	<u>      </u>	Fauquier County Schools	<u>X</u>	<u>      </u>	Prince William County Service Authority
<u>X</u>	<u>      </u>	Frederick City, Maryland	<u>X</u>	<u>      </u>	Rappahannock County Public Schools
<u>X</u>	<u>      </u>	Frederick County Maryland	<u>X</u>	<u>      </u>	Rockville, Maryland
<u>X</u>	<u>      </u>	Frederick County Schools	<u>X</u>	<u>      </u>	Shenandoah County Public Schools
<u>X</u>	<u>      </u>	Gaithersburg, Maryland	<u>X</u>	<u>      </u>	Stafford County Public Schools
<u>X</u>	<u>      </u>	Greenbelt, Maryland	<u>X</u>	<u>      </u>	Takoma Park, Maryland
<u>X</u>	<u>      </u>	Herndon, Virginia	<u>X</u>	<u>      </u>	Town of Vienna, Virginia
<u>      </u>	<u>      </u>	Loudoun County Sanitation Authority	<u>X</u>	<u>      </u>	Upper Occoquan Sewage Authority
<u>X</u>	<u>      </u>	Loudoun County, Public Schools	<u>X</u>	<u>      </u>	Washington Suburban Sanitary Commission
<u>X</u>	<u>      </u>	Loudoun County, Virginia	<u>X</u>	<u>      </u>	Virginia Railway Express
<u>      </u>	<u>      </u>		<u>      </u>	<u>      </u>	Washington Metropolitan Area Transit Authority

YOU MUST RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE. CONTRACT AWARD SHALL NOT BE MADE WITHOUT IT.

**SELECT STAFFING SERVICES**

Vendor Name